

Global Standard Food Safety, Issue 9

F926 Position Statements

Document Scope

Where clarification of interpretation of a requirement of the Global Standard for Food Safety or its protocol is necessary, this will be published on the BRCGS website (www.brcgs.com) as a Position Statement. Such statements are mandatory in their use from the date specified for implementation or the date of publication on the BRCGS website, where no date is specified.

Change log

Version no.	Date	Description
1	21/12/2023	<p>*NEW* Position Statement 1- Clause 1.1.10- Update of site responsibility to ensure unannounced audits can be undertaken to protocol.</p> <p>*NEW* Position Statement 2 – Sites may not change CBs in the 4 month audit window.</p> <p>*NEW* Position Statement 3- Clarification of the definition of 'Initial audit'.</p>
2	04/04/2024	<p>*UPDATE* Position Statement – 1 Minor corrections</p>

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POSITION STATEMENT – 1

Change to clause 1.1.10:

Where the site is certificated to the Standard, it shall ensure that announced **or blended announced** recertification audits occur on or before the audit due date indicated on the certificate. **It is the site's responsibility to ensure that all requirements are in place to ensure the unannounced audit can be undertaken in accordance with the protocol.**

Certification bodies will discuss audit options with sites and notify them which year an unannounced audit will take place (the actual date of the unannounced audit will not be communicated to the site). This discussion must occur within 3 months after the last audit, to ensure that the site knows if an unannounced audit will take place in the coming year.

It is the site's responsibility to ensure that all requirements are in place to ensure the unannounced audit can be undertaken in accordance with the protocol, and this includes agreeing contractual terms with the certification body in advance of the start of the 4 month window, and keeping the certification body up to date on changes that may affect this planning, such as maintenance shutdowns.

Where the site has not made adequate arrangements with the Certification Body in due time prior to the start of the 4 month audit window, the audit due date will be shifted to accommodate the 'late start' and the unannounced audit may be completed at any time in the next 4 months. Sites should acknowledge that their current certificate may therefore expire. In addition, a major non conformity shall be awarded. Certification Bodies shall inform BRCGS through the usual concession process.

Sites that have changed (or are planning to change) certification body should refer to Position statement 2 below.

Effective: 1 May 2024

POSITION STATEMENT – 2

Changing certification body

There are a number of arrangements to be made by both a site and its chosen Certification Body to ensure a BRCGS audit is undertaken to the correct protocol.

The protocol requires that within 3 months of the previous audit date, the site either opts into the voluntary unannounced programme or if within the announced or blended announced programme that the certification body will communicate to the site whether the next audit will be announced or unannounced.

A site may choose to change to a different certification body from its current certifying body, however, changes will **not be permitted in the last 4 months of the audit window, whether an unannounced audit is scheduled or not, unless agreed in writing with BRCGS through the Certification Body concession process.**

Effective: 1 May 2024

POSITION STATEMENT – 3

Update to Appendix 10 Glossary of terms

Definition of 'initial' audit

Currently, the BRCGS Food Safety Standard Issue 9 defines an Initial audit as “The BRCGS audit at a company/site which is not in possession of a valid BRCGS certificate. This may be the first audit at a site or a subsequent audit of a site whose certification has lapsed.”

This definition has been updated to-

Initial audit- “The first BRCGS audit at a specific site address or audit carried out at a site where the previous certificate has lapsed for more than 24 months.”

It should be noted that this change impacts the requirement for an unannounced audit to be undertaken at least once in every 3 years. This three year cycle will continue irrespective of a lapse in certification as specified for 24 months.

Effective: 1 January 2024